

OJT Compliance Reporting

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OJT Compliance Reporting

Purpose

- Resource guide with screenshots that will assist contractor's staff with completing electronic OJT compliance reporting activities on an ADOT FHWA funded construction project in DOORS

Log in to DOORS

1. Use the following link to access ADOT DOORS (formerly known as ADOT DBE System):
 - a. <http://adotdoors.dbesystem.com/>
2. Log in using your "Username" and "Password"



Click Help/Support for assistance and/or training offerings.

AZ UTRACS

Help / Support

The recently renamed ADOT DBE & OJT Online Reporting System (DOORS) allows firms to report or verify contract payments, monitor contract compliance, report and monitor OJT trainees and hours, and submit or renew DBE Certification applications.

A banner image for the ADOT DBE & OJT Online Reporting System. The background is a photograph of a construction site with a yellow excavator, several white pickup trucks, and workers in yellow safety vests. Overlaid on the image is a dark grey rectangular box containing the text "ADOT DBE & OJT Online Reporting System" in large, bold, white letters. Below this text is a green "LOG IN" button. At the bottom of the banner is a dark grey box with white text providing information about the system's renaming and the new login link.

ADOT DBE & OJT Online Reporting System

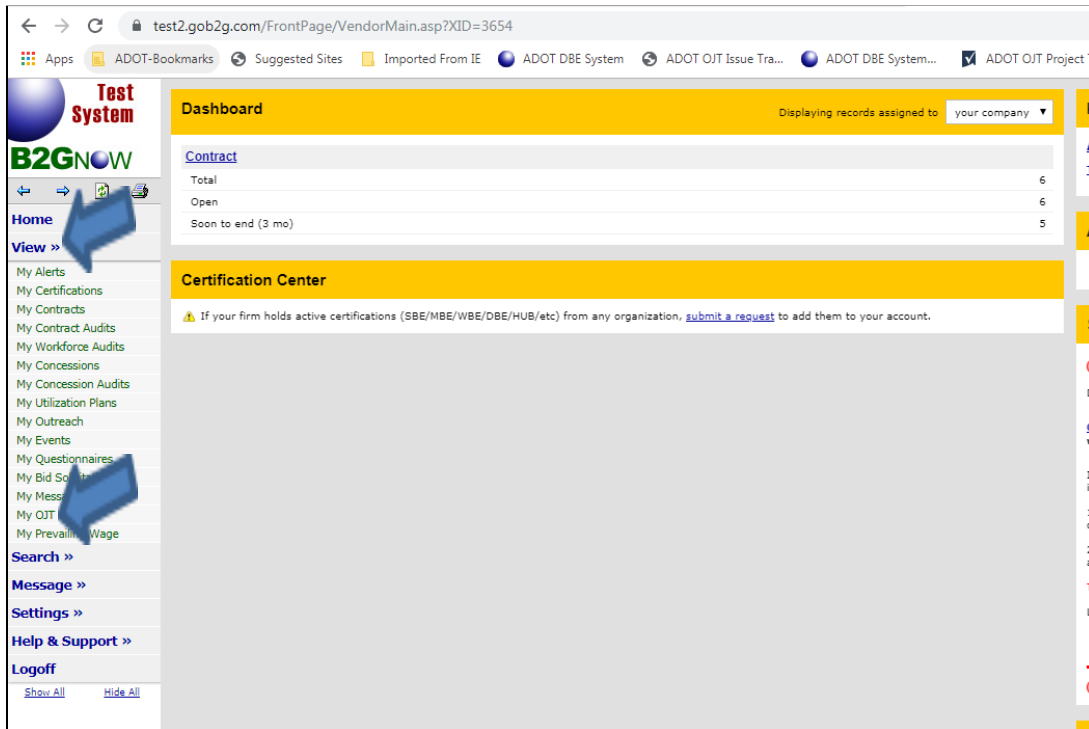
LOG IN

On 6/1/2020 the ADOT DBE System was renamed ADOT DOORS. There is also a new link, <http://adotdoors.dbesystem.com/>! This change is due to a new module, the OJT Compliance module, which only affects prime contractors with On the Job Training (OJT) project-based goals on contracts that were advertised after 2/1/2020. If OJT goals do not apply to you, continue to use the system normally; you will not be impacted beyond seeing the new face and name of the website on this page as well as a new logo on the upper left of the system once you log in.

OJT Compliance Reporting

Access your projects with an assigned OJT goal

1. Click **“View”** on the left side of the screen; a drop down screen will appear
2. Click **“MY OJT”**; takes you to the **“OJT Goal Assignment”** screen (Screenshot below)



OJT Goal Assignment Screen

- List the contractor’s projects that have an assigned OJT goal
- Identifies project details:
 - Project title (TRACS# and project name)
 - Trainees required
 - Trainees pending action
 - Project status (**Active**, **Pending**, **Complete**)

Submit Training Schedule

- Document your company’s commitment to meeting the project’s assessed OJT goal
- If your company cannot meet the assessed OJT goal you will need to attach Good Faith Efforts to the training schedule
- Contractor can utilize subcontractor’s trainees to fulfil OJT goal requirements
- Contractor can revise training schedule throughout the life of the project.
- Training schedule history kept to track previously approved/returned commitments


OJT Compliance Reporting

- Contractor cannot enroll or transfer a trainee into a project until the project status is **“Active”** and training schedule status is **“Approved”**

Transactions: On the Job Training Goal Assignments

Help & Tools

Goal List Trainee List



Actions	Title	Goal Type	Goal Year	Trainees Registered / Process	Trainees Pending Action	Status
View	Gabe Test Project 1: Gabe Test Project 1	Project-Specific	All	3 / 0	0	Active
View	H122456C: Gabe Test Project 2	Project-Specific	All	4 / 0	0	Pending Training Schedule Submission (03/27/2020)

Customer Support
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- Click **“View”** next to projects with a status of **“Pending Training Schedule Submission”**
 - Takes user to the **“Goal”** tab within the project’s OJT module
- Click **“Submit Training Schedule”** (Screenshot below)

On the Job Training: View Project Goal

Help & Tools

Goal List Contract Goal Trainee List Training Report List Messages

H122456C: Gabe Test Project 2
Prime: VendorADOT1

Active Trainees: 0


Status: Pending Training Schedule Submission (03/27/2020)
Goal Type: Project-Specific
Goal Assessed: 4 trainee(s); 2400 hours

Goal Information

TRAINEE PROGRESS	
TRAINING HOURS PROGRESS	
PRIME CONTRACTOR	VendorADOT1
CONTRACT TITLE	Gabe Test Project 2
GOAL TYPE	Project-Specific
GOAL ASSESSED	4 trainee(s); 2400 hours
GOAL COMMITMENT	No Commitment Entered
STATUS	Pending Training Schedule Submission (03/27/2020)
STAFF CONTACT PERSON *	ADOT Staff2
VENDOR CONTACT PERSON *	Vendor ADOT1

Training Schedule

TRAINING SCHEDULE DUE DATE	03/27/2020
TRAINING SCHEDULE ACTION	Submit Training Schedule



Trainees

No trainees enrolled

[Return To List](#)

Complete Training Schedule information

- Select the applicable **“Contractor”** (Screenshot below)
 - Select the company the trainee works
 - Ex. Prime, Subcontractor
- Select the applicable **“Program Type”**
 - Ex. Apprentice – Fann Contracting, Inc., Apprentice – Ames Construction
- Select the applicable **“Craft/Classification”**
 - Ex. Asphalt Raker – Level 1:60%, Cement Mixer-Level 1:60%
- Enter **“Trainee Commitment”** working in this classification on this project
 - Ex. 1, 2, 3, 4
- Enter **“Hour Commitment (Per Trainee)”**
- Enter **“Approximate Start Date”** trainee will start on the project

OJT Compliance Reporting

7. Enter “**Approximate End Date**” trainee will complete training on the project
8. Click “**Add Line Items**” to add additional trainee classifications as needed
9. Click “**Choose Files**” if attaching GFE with the schedule
10. Add “**Comments**” for ADOT review
11. Click the “**Acknowledgement**” Box
12. Click “**Submit**”
13. Status updates:
 - a. Training schedule status will update to “**Pending Staff Review**”
 - i. First level approval granted by the Field Office administering the project
 - ii. Second level approval granted by the assigned BECO Compliance Technician
 - b. Project status will update to “**Pending Training Schedule First Level Approval**”
 - c. The system will generate notifications to ADOT to review and approve the training schedule

On the Job Training: Update Contractor Training Schedule

** required entry*

I. Contractor Information

BUSINESS NAME: VendorADOT1
GOAL ASSESSED: 4 trainee(s); 2400 hours
ADDRESS: 725 West McDowell Phoenix, AZ 85007
EMAIL ADDRESS: VendorADOT1@h2gnowuser.com
PHONE NUMBER: (602) 555 - 5555

II. Training Schedule

Contractor *	Program Type *	Craft/Classification *	Trainee Commitment *	Hour Commitment (Per Trainee) *	Approximate Start Date *	Approximate End Date *	Actions
[Prime] VendorADOT1	Apprentice - FANN CONTRACTING IN	LABORER: ASPHALT LABORER Trainee	1	500	08/01/2019	02/29/2020	Delete
[Prime] VendorADOT1	Apprentice - FANN CONTRACTING IN	LABORER: GROUP 2 Trainee - Level 3	1	600	08/01/2019	02/29/2020	Delete
[Prime] VendorADOT1	Apprentice - FANN CONTRACTING IN	LABORER: ASPHALT RAKER Trainee L	1	700	08/01/2019	02/29/2020	Delete
[Tier 1] VendorADOT2	Apprentice - FANN CONTRACTING IN	LABORER: TRAFFIC CONTROL TECHNI	1	400	08/01/2019	02/29/2020	Delete

Add Line Item

Total Trainees Committed: 4
Total Hours Committed: 2200

SUPPORTING DOCUMENTS: Choose Files No file chosen

COMMENTS: Attach GFE documentation if Assessed Goal cannot be met or if the Training Program used on the project is not an "Approved" program.
I can only complete 2200 hours of OJT training on the project due to site conditions, location, scope of work and project sequencing.

III. Acknowledgement Statement

☒ By checking this box, I understand and will comply fully with the plans and specifications under which this training is being performed.

Submit Cancel

Training Schedule approved by ADOT

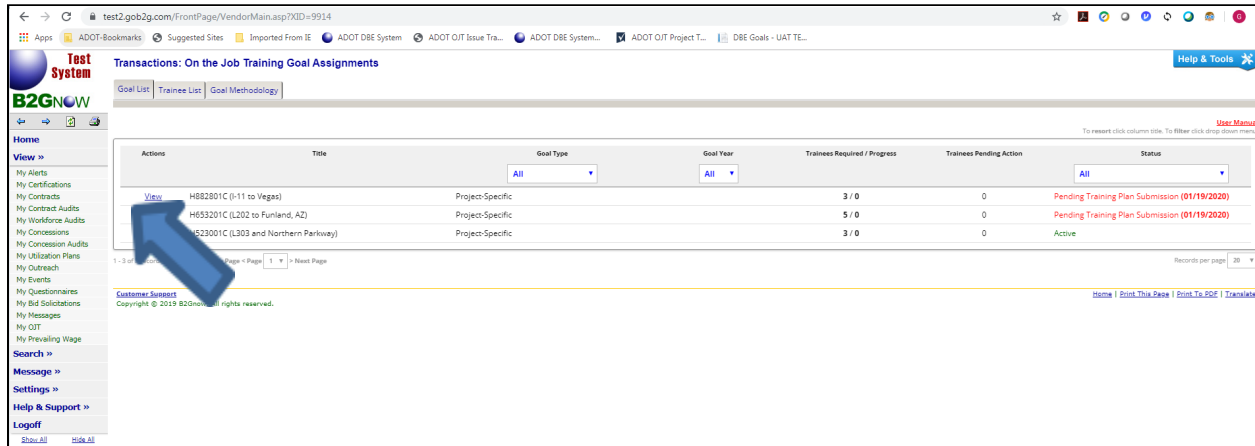
- System generates notification to the contractor that training schedule was “**Approved**”
- Toggle back to the “**Goal List**” Screen by clicking “**My OJT**”
- Project Status is now “**Active**”
- Contractor can proceed with enrolling trainee(s)

Enroll a Trainee into the Project

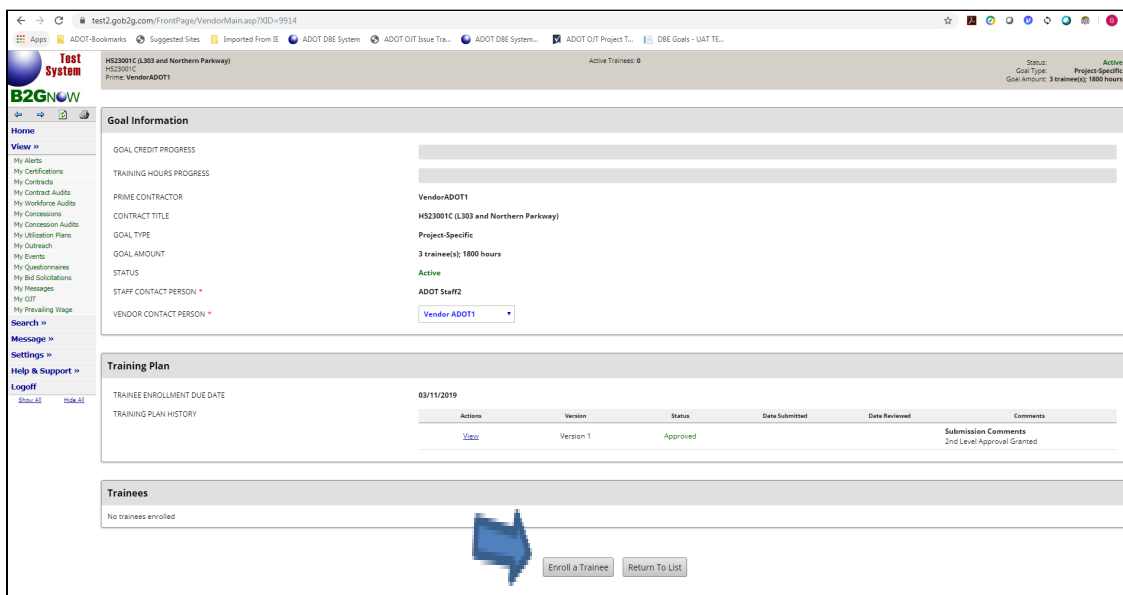
- Document the trainees contact information
- Document trainees training program type (Apprentice, Trainee) and training classification

OJT Compliance Reporting

- Trainees must be enrolled into DOORS for EACH training craft program they are participating in to report hours.
- Example. Enroll trainee as a Laborer and enroll trainee as an Operator if performing training in both programs at once.
- Upload Apprentice Certificate/Trainee Certificate to LCPtracker eDocuments for ADOT review



1. Click **“View”** next to projects with a status of **“Active”** (Screenshot above)
2. Click **“Enroll a Trainee”** (Screenshot below)



Complete Enrollment Information for Trainee

- **NOTE:** All Trainees (including Project Engineer Trainees) must be on the contractor’s certified payroll (CPR)
- Prior to enrolling a trainee into DOORS, contractor is required to upload the contractor’s approved training program documentation* (Trainee’s Enrollment Form, Apprentice Certificate and/or Progression Level Up Form) into LCPtracker eDocuments (Apprentice/Training Certificates) and notify Field reports via email at MLB_Apprentice_OJT_Request@azdot.gov so Field Reports can activate the training classification for CPR

OJT Compliance Reporting

*Old ADOT Training Program documentation will not be accepted; contractor must use their own approved program forms or approved apprentice forms

1. Click **"New Hire"**
2. Complete all enrollment Information:
 - a. *Denotes a required entry
 - b. Trainee Name, SSN, Address, Phone Number, Gender, Ethnicity, Hire Type, Training Program, Training Classification, Contractor, Wage, Start Date
 - c. Contractor: Identify which contractor the trainee is employed with
3. Click **"Choose Files"** to attach trainees apprentice certificate/trainee certificate
 - a. BECO has committed to reviewing the cert in LCPTracker eDocuments. This is not a mandatory field
4. Click the **"Acknowledgement"** Box
5. Add **"Comments"** for ADOT review
6. Click **"Submit"**
7. Status Updates
 - a. The enrollment will go into **"Submitted, Pending Approval"** Status
 - b. The system will generate a notification to ADOT to review and approve the Enrollment
8. Once approved status will update to **"Active"**
9. Repeat steps to add additional trainees as needed

On The Job Training - Enroll Trainee

Trainee Information

Hire Type: **New Hire** | Upgrade / Level-up

Trainee Name:

SSN:

Address:

Phone Number:

Gender:

Ethnicity:

Hire Type:

Training Program:

Training Classification:

Contractor:

Wage:

Start Date:

Choose Files:

Training Information

Training Program:

Training Classification:

Training Start Date:

Project Name:

Contract Reference Number:

Contractor Information

Contractor Name:

Phone Number:

Address:

Email:

Choose Files:

Acknowledgement Statement

☒ By checking this box, I understand and will comply fully with the plans and specifications under which this training is being performed.

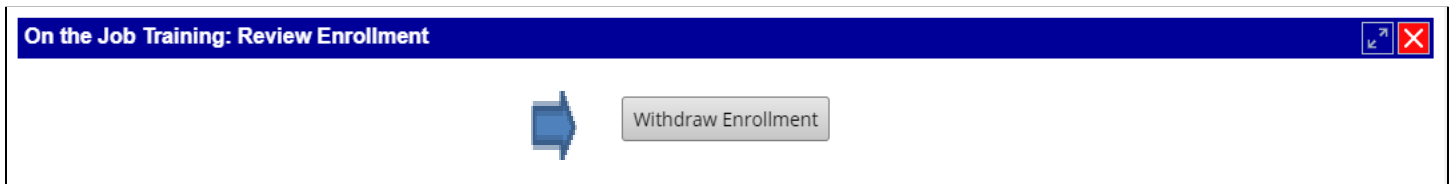
Comments:

OJT Compliance Reporting

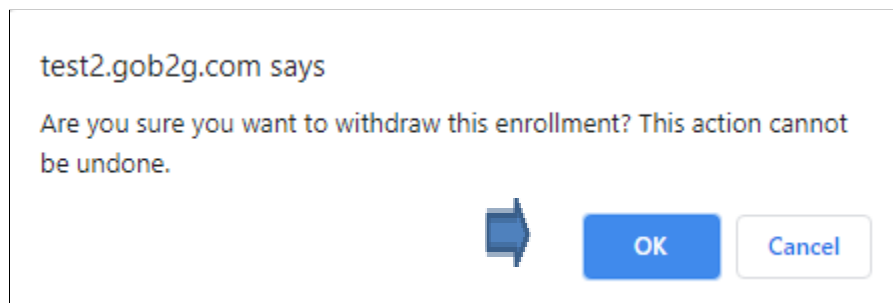
Withdraw Request

- If an enrollment form or a progression level up was submitted by mistake, the trainees training record can be withdrawn by contractor
- Once the training record is in “withdrawn” status ADOT has the ability to delete the record if you would like to remove the record entirely
- Once the training record is withdrawn the trainees previous training record will revert back to “Active” status to continue reporting training accomplishments

1. Toggle back to the Project’s “Goal” tab to add monthly training reports
2. Click “View” next to the training record that needs to be withdrawn
3. Click “Withdraw Enrollment”



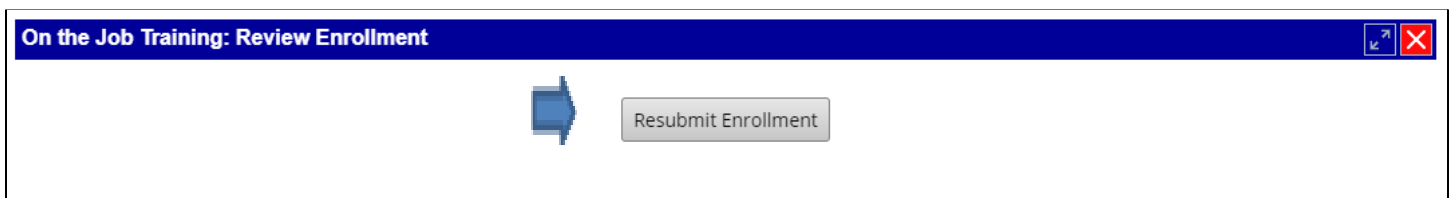
4. A pop up message will appear asking “Are you sure want to withdraw this enrollment? This action cannot be undone.” Click “OK”



5. Trainees training record is now in “Withdrawn” status

View	Zarate, Anthony B	CARPENTER: CARPENTER (including cement form work) Apprentice Level 5 - 80%	0.00 Hours Reported 0.00 Hours Approved	Withdrawn
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6. Training record can be resubmitted by clicking “Resubmit Enrollment” button once trainee is in “Withdrawn” status (this will take you back to the enrollment screen where you can make edits to the trainees training program and resubmit the enrollment to ADOT for approval)



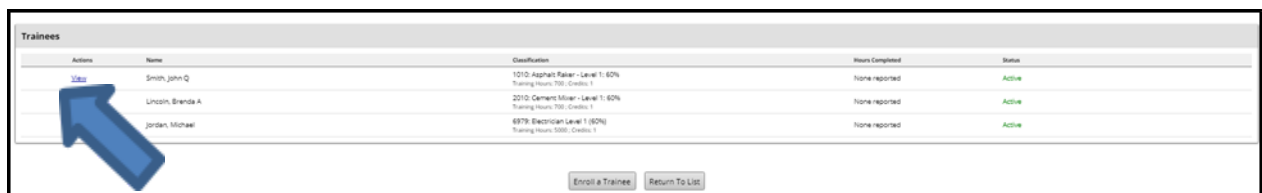
OJT Compliance Reporting

Trainees are enrolled and Active on the project

- System generates notification to the contractor that trainees enrollment was approved by BECO
- Toggle back to the “Goal” Screen within the project’s OJT module
- Trainee status is now “Active” on the project
- Contractor can now report trainees’ OJT hours on “Monthly Trainee Reports”
- Once a trainee has been enrolled, trainee can be transferred to other “Active” projects with an “Approved” training schedule

Monthly Trainee Reports

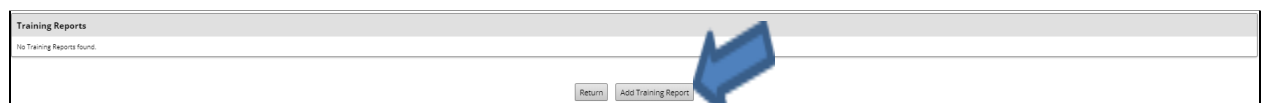
- Trainees must be on contractor’s project certified payroll prior to submitting Monthly Trainee Reports in DOORS for BECO approval
- Report OJT hours on the project by the 15th of the month, for previous months achieved hours (Ex. by August 15, 2019, report the OJT hours achieved in July 2019)
- Report hours in DOORS based off the project Training Reimbursement Report available in LCPTracker
- Only hours achieved the week of enrollment into DOORS and beyond should be reported in the monthly training reports in DOORS and be eligible for the \$3/hour reimbursement



Trainees				
Actions	Name	Classification	Hours Completed	Status
View	Smith, John Q.	1010 Asphalt Paver - Level 1: 60% Training Hours: 100 - Credits: 1	None reported	Active
	Lincoln, Brenda A.	2010 Cement Mixer - Level 1: 60% Training Hours: 100 - Credits: 1	None reported	Active
	Jordan, Michael	6879 Electrician Level 1 (60%) Training Hours: 100 - Credits: 1	None reported	Active

[Enroll a Trainee](#) [Return To List](#)

1. Toggle back to the Project’s “Goal” tab to add monthly training reports
2. Click “View” next to trainee to add a monthly trainee report (Screenshot above)
3. Click “Add Training Report” (Screenshot below)

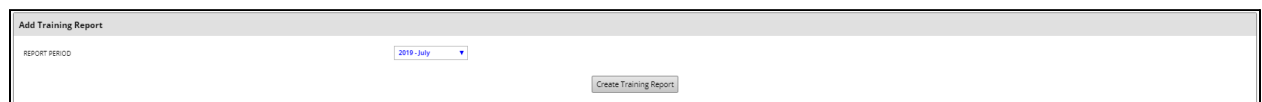


Training Reports

No Training Reports found.

[Return](#) [Add Training Report](#)

4. Click “Report Period” drop down box & select applicable reporting month (Screenshot below)
5. Click “Create Training Report”
 - a. Monthly Report is now in “Pending Submission” status and is available to edit



Add Training Report

REPORT PERIOD 2019 - July

[Create Training Report](#)

6. Click “Edit Report” (Screenshot below)

OJT Compliance Reporting

Monthly Reports						
Audit Period	Date Due	Trainee Name	Status	Hours Reported	Date Posted	Actions
July 2019	08/10/2019	Lincoln, Brenda A				Edit Report

[Return](#) [Add Monthly Report](#)

Edit Monthly Trainee Report

1. Click the **"Payroll Period"** and select the reporting period date (Screenshot below)
 - a. Report hours based on project's certified payroll
2. Click **"Training Hours for Payroll Period"** and report OJT hours achieved
3. Click **"Add Line Item"** to report additional OJT hours during rating period
4. Add **"Comments"** for ADOT review
5. Click **"Save Draft"** if you want to report additional hours at a later date
6. Click **"Submit Report"** once you have reported all OJT hours achieved for the reporting month
7. Status Update
 - a. Monthly Report will now be in **"Pending Staff Review"** Status
 - b. The system will generate a notification to ADOT to review and approve
 - i. Once approved status will update to **"Approved"**
8. Repeat steps to report OJT hours for all trainees working on the project as needed

On the Job Training: Edit Training Report

Report Information

REPORTING PERIOD: July 2019
STATUS: Pending Submission

Trainee Information

TRAINEE NAME: Lincoln, Brenda A
SSN (LAST 4 DIGITS): 7104
LABORER: GROUP 2 Trainee - Level 3 - 70%
CONTRACTOR: VendorADOT2
COMMENTS: Certified Payroll 1-4, total hours achieved for these payrolls were 160

Training Information

TOTAL HOURS PRIOR TO THIS TRAINING REPORT PERIOD: 0.00

Payroll Period	Contract	Training Hours for Payroll Period	Actions
07/05/2019	H212121C: Gabe Test Project 12	40	Delete
07/12/2019	H212121C: Gabe Test Project 12	40	Delete
07/19/2019	H212121C: Gabe Test Project 12	40	Delete
07/26/2019	H212121C: Gabe Test Project 12	40	Delete

[Add New Item](#)

Total training hours for the reporting month: 160
Total training hours (current and previous months): 160
Percentage of training completed: N/A %

[Submit Report](#) [Save Draft](#) [Cancel](#)

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Monthly Training Report Approved

- Toggle back to **"Trainee"** screen within the projects OJT module
- Monthly Report Status is now **"Approved"**

OJT Compliance Reporting

- Progress towards the project's OJT goal is tracked in the **"Training Hours Progress"** bar in **"Goal"** tab
- Contact ADOT through **"Messages"** tab to have a submitted or **"Approved"** report returned for revisions

On the Job Training: View Project Goal

Goal List | **Goal** | Trainee List | Training Report List | Messages

H212121C: Gabe Test Project 12
Vendor: VendorADOT2

Active Trainees: 1

Status: Active
Goal Type: Project-Specific
Goal Amount: 2 trainees/1,200 hours

Goal Information

TRAINING PROGRESS
TRAINING HOURS PROGRESS

CONTRACT
PRIME CONTRACTOR
GOAL TYPE
GOAL ASSESSED
GOAL COMMITMENT
STATUS
STAFF CONTACT PERSON
VENDOR CONTACT PERSON

1 Enrolled
160

H212121C: Gabe Test Project 12
Vendor: VendorADOT2
Project-Specific
2 trainees/1,200 hours
2 trainees/1,200 hours
Active
ADOT Staff2
Vendor: VendorADOT2

Training Schedule

TRAINING ENROLLMENT DUE DATE: 07/01/2019
TRAINING SCHEDULE ACTION: [Update Training Schedule](#)
TRAINING SCHEDULE HISTORY

Actions	Version	Status	Date Submitted	Date Reviewed	Submission Comments	Review Comments
View	Version 1	Approved	04/28/2020	04/30/2020	Log track the submitted OJT Goal on the project.	Review Comments: 02/23/2020 approved

Trainees

Actions	Name	Credit/Classification	Training Hours	Status
View	Lincoln, Brenda A	LABORER GROUP 2 Trainee - Level 3 - 70%	100.00 Hours Required 100.00 Hours Approved	Active

[Enroll a Trainee](#) [Return To List](#)

Transfer Trainee between projects

- Transfer **"Active"** trainees to **"Active"** Projects with an **"Approved"** Training Schedule to report
- Contractor may transfer a trainee back and forth between projects if the trainee works on multiple projects in any given month.

Test System B2GNow

Transactions: On the Job Training Goal Assignments

Goal List | Goal Methodology

Home | My Alerts | My Certifications | My Contracts | My Contract Audits | My Workforce Audits | My Concessions | My Concession Audits | My Utilization Plans | My Outreach | My Events | My Questions | My Bid | My News | My OJT | My...

To reset click column title. To filter click drop down menu.

Actions	Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action	Status
View	H822801C (I-11 to Vegas)	Project-Specific	All	3 / 0	0	Active
View	H653201C (I-202 to Funland, AZ)	Project-Specific	All	5 / 0	0	Pending Training Plan Submission (01/19/2020)
View	H523001C (I-303 and Northern Parkway)	Project-Specific	All	3 / 6	0	Active

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Records per page: 20

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- Contractor toggles back to the **"My OJT"** tab.
- You can access the trainee that will need to be transferred the following ways:
 - By Project (Option 1)
 - By **"Trainee List"** (Option 2)
- By Project (Option 1)
 - Click **"View"** for the project the trainee is currently enrolled into (Screenshot above)
 - Click **"View"** for the trainee that will be transferred to a different Project (Screenshot below)

OJT Compliance Reporting

Trainees				
Actions	Name	Classification	Hours Completed	Status
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60% Training Hours: 700 ; Credits: 1	295.00	Graduated
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60% Training Hours: 700 ; Credits: 1	550.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%) Training Hours: 5000 ; Credits: 1	496.00	Active
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75% Training Hours: 800 ; Credits: 1	487.00	Active
View	Hellen, Mary	8989: Iron Worker Level 2 (75%) Training Hours: 750 ; Credits: 1	335.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%) Training Hours: 6000 ; Credits: 1	144.00	Active

- c. Contractor is now on the “Trainee” Tab (Screenshot below)
- d. Click “Transfer Trainee”
- e. Proceed to Step 5

On the Job Training: View Trainee

Goal List | Contract | Goal | Action history | Documents | Messages

Active Trainees: 1

Graduate Trainee | Terminate / Resign Trainee | **Transfer Trainee** | Submit Change Request | Upgrade Trainee

Trainee Information

TRAINING PROGRESS: 160.00 Hours Completed

NAME: Lincoln, Brenda A

STATUS: Active

SSN (LAST 4 DIGITS): 7104

ADDRESS: 3456 E Washington St, Phoenix, AZ, 85034

PHONE NUMBER: (480) 999-2356

GENDER: Female

ETHNICITY: Caucasian

LABOR REVIEW COMPLETE?: No

HIRE TYPE: New Hire

ECONOMICALLY DISADVANTAGED?:

4. By “Trainee List” (Option 2)
 - a. Click “My OJT” tab
 - b. Click the “Trainee List” tab (Screenshot below)

Test System B2G NOW

Transactions: On the Job Training Goal Assignments

Goal List | **Trainee List** | Goal Methodology

Home | View »

My Alerts
My Certifications
My Contracts
My Contract Audits
My Workforce Audits
My Concessions
My Concession Audits
My Utilization Plans
My Outreach
My Events
My Questionnaires
My Bid Solicitations
My Messages
My OJT

To reset click column title. To filter click drop down menu.

Actions	Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action	Status
View	H882801C (I-11 to Vegas)	Project-Specific	All	3 / 0	0	Active
View	H653201C (L202 to Funland, AZ)	Project-Specific	All	5 / 0	0	Pending Training Plan Submission (01/19/2020)
View	H523001C (L303 and Northern Parkway)	Project-Specific	All	3 / 6	0	Active

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- c. Click “View” next to the trainee that will be transferred to a different project

OJT Compliance Reporting

On the Job Training: Trainee List Help & Tools

Goal List | **Trainee List** | Goal Methodology

Training Start Date:

To resort click column title. To filter click drop down menu. [User Manual](#)

View	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Active
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 6 of 6 records displayed: Previous Page < Page 1 > Next Page Records per page 20

- d. You are now on the “Trainee” Tab
- e. Click “Transfer Trainee”

On the Job Training: View Trainee Help & Tools

Goal List | **Transfer** | Goal | Trainee | Training Report List | Action History | Documents | Messages

Active Trainees: 1

Buttons: [Graduate Trainee](#) [Terminate / Resign Trainee](#) [Transfer Trainee](#) [Submit Change Request](#) [Upgrade Trainee](#)

[View Trainee History](#) [View Linked Training Records](#)

Trainee Information

TRAINING PROGRESS	160.00 Hours Completed
NAME	Lincoln, Brenda A
STATUS	Active
SSN (LAST 4 DIGITS)	7104
ADDRESS	3456 E Washington St, Phoenix, AZ, 85034
PHONE NUMBER	(480) 999-2356
GENDER	Female
ETHNICITY	Caucasian
LABOR REVIEW COMPLETE?	No
HIRE TYPE	New Hire
ECONOMICALLY DISADVANTAGED?	

5. Click the “Transfer To” Drop down Box
 - a. The Drop down Box will show contractor’s “Active” projects with an “Approved” training schedule
 - b. Select the Project the trainee is transferring to
6. Click the “Request Carry Over Hours” drop down box
 - a. Select “No”
7. Check the “Acknowledgement” box
8. Click “Transfer” (Screenshot below)

On the Job Training: View Trainee Help & Tools

Goal List | **Transfer** | Goal | Trainee | Training Report List | Action History | Documents | Messages

Active Trainees: 1

Buttons: [Graduate Trainee](#) [Terminate / Resign Trainee](#) [Transfer Trainee](#) [Submit Change Request](#) [Upgrade Trainee](#)

[View Trainee History](#) [View Linked Training Records](#)

Transfer Trainee

TRANSFER TO:

REQUEST CARRY OVER HOURS:

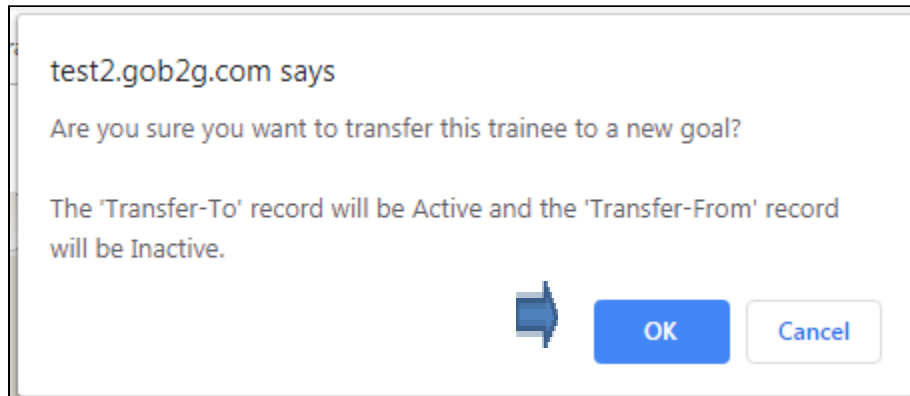
ACKNOWLEDGEMENT: ☒ checking this box, I understand and will comply with the plans and specifications under which this training is being performed.

Trainee Information

TRAINING PROGRESS	160.00 Hours Completed
NAME	Lincoln, Brenda A
STATUS	Active
SSN (LAST 4 DIGITS)	7104
ADDRESS	3456 E Washington St, Phoenix, AZ, 85034
PHONE NUMBER	(480) 999-2356
GENDER	Female
ETHNICITY	Caucasian
LABOR REVIEW COMPLETE?	No
HIRE TYPE	New Hire
ECONOMICALLY DISADVANTAGED?	

OJT Compliance Reporting

9. Click **“Ok”** on the pop up message notice
 - a. This confirms you want to transfer the trainee to a different project (Screenshot below)



10. Trainee is now transferred to the new project
 - a. Trainee will show as **“Inactive”** on the old project (Screenshot below)

On the Job Training: Trainee List

Goal List | Contract | Goal | Trainee List | Monthly Report List | Messages

H523001C (L303 and Northern Parkway)
H523001C
Prime: VendorADOT1

Trainees Pending Reassignment: 1
Trainees Graduated/GFE: 1
Active Trainees: 4

Status: Active
Goal Type: Project-Specific
Goal Amount: 3 trainee(s); 1800 hours

To reset click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75% Training Hours: 800 ; Credits: 1	487.00	Active
View	Hellen, Mary	8989: Iron Worker Level 2 (75%) Training Hours: 750 ; Credits: 1	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%) Training Hours: 5000 ; Credits: 1	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%) Training Hours: 6000 ; Credits: 1	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60% Training Hours: 700 ; Credits: 1	550.00	Inactive
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60% Training Hours: 700 ; Credits: 1	295.00	Graduated

1 - 6 of 6 records displayed: Previous Page < Page 1 > Next Page

Records per page: 20

Return To Goal

- b. Trainee will show as **“Active”** on the new project (Screenshot below)

11. Contractor is now ready to submit monthly training reports on the new project

On the Job Training: Trainee List

Goal List | Contract | Goal | Trainee List | Monthly Report List | Messages

H653201C (L202 to Funland, AZ)
H653201C
Prime: VendorADOT1

Active Trainees: 1

Status: Active
Goal Type: Project-Specific
Goal Amount: 5 trainee(s); 3000 hours

To reset click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60% Training Hours: 700 ; Credits: 1	None reported	Active

1 - 1 of 1 records displayed: Previous Page < Page 1 > Next Page

Records per page: 20

Return To Goal

OJT Compliance Reporting

Graduate a Trainee

- Once a trainee has completed all levels of training in their applicable classification, the trainee is ready to graduate to journeymen or journey-level status.
- Toggle back to the **“My OJT”** tab
 - Click **“Trainee List”** tab to show all enrolled trainees for the contractor
 - Click **“View”** for the trainee who will be graduated (Screenshot below)

On the Job Training: Trainee List

Help & Tools

Goal List Trainee List Goal Methodology

Training Start Date: mm/dd/yyyy Go

To resort click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Active
View	Allen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed: Previous Page < Page 1 > Next Page

Records per page: 20

- Contractor is now on the **“Trainee”** tab
- Click **“Graduate Trainee”** (Screenshot below)

On the Job Training: View Trainee

Help & Tools

Goal List Contract Goal Trainee Training Report List Action History Documents Messages

H33333C: Gole Test Project 11
Print: VanderADOT2

Active Trainee: 2

Status: Active
Goal Type: Project Specific
Goal Amount: 2 (maximum: 1000 hours)

Graduate Trainee Terminate / Resign Trainee Transfer Trainee Submit Change Request

Change Request History View Latest Training Records

Trainee Information

TRAINING PROGRESS	160.00 Hours Completed Training hours reported across multiple goals View Linked Goals
NAME	Lincoln, Brenda A
STATUS	Active
SSN (LAST 4 DIGITS)	7104
ADDRESS	3456 E Washington St, Phoenix, AZ, 85034
PHONE NUMBER	(480) 999-2336
SEX	Female
ETHNICITY	Caucasian
LABOR REVIEW COMPLETE?	No
HIRE TYPE	New Hire
ECONOMICALLY DISADVANTAGED?	

- Contractor is now on the **“Graduate Trainee”** screen
- Complete all applicable graduation information
 - *Denotes a required entry**
 - Graduation Date
 - Graduation Reason
 - Click **“Choose File”** to add supporting documents if applicable (Ex. Union completion letter, Training Completion letter)
 - Add **“Comments”** for ADOT review
 - Ex. Trainee has shown proficient skills to graduate to journey-level status
 - Ex. Apprentice has completed all required training and has reached journeymen status
- Click **“Submit”** (Screenshot below)

OJT Compliance Reporting

On the Job Training: Graduate Trainee
Lincoln, Brenda A Active

Graduation Information

GRADUATION DATE: 04/30/2020

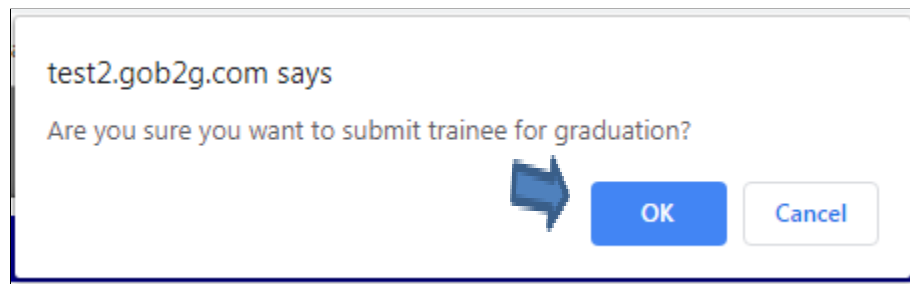
GRADUATION REASON: Select Graduation Reason

SUPPORTING DOCUMENT(S): Choose Files No file chosen

COMMENTS: Trainee has shown proficient skills to graduate to journey-level status

Submit Cancel

9. Click “OK” to the pop up message
 - a. This is confirming the contractors intent to graduate a trainee



10. Status Change
 - a. Trainee status is now changed to “Pending Graduation Approval”
 - b. The system will generate a notification to ADOT to review and approve
 - c. Once approved, trainee status will update to “Graduated” (Screenshot below)

On the Job Training: Trainee List

Goal List Trainee List Goal Methodology

Training Start Date: mm/dd/yyyy Go

To reset click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed: Previous Page < Page 1 > Next Page

Records per page: 20

Terminate/Resign Trainee

- Document trainees or apprentices who no longer work for the contractor for any reason (resigned, terminated, reduction in force)
1. Toggle back to the “My OJT” Tab
 2. Click the “Trainee List” Tab

OJT Compliance Reporting

- Click **“View”** next to the trainee who is no longer working for the contractor (Screenshot below)

On the Job Training: Trainee List

Goal List | Trainee List | Goal Methodology

Training Start Date: Go

To reset click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed: Previous Page < Page 1 > Next Page

Records per page: 20

- User is now on the **“Trainee”** Tab
- Click **“Terminate/Resign Trainee”** (Screenshot below)

On the Job Training: View Trainee

Goal List | Contact | Goal | Trainee | Training Report List | Action History | Documents | Messages

H103202C: Seller Test Project 11
Project: Vendor/Seller

Active Trainees: 2

Search: Goal Type: Project Specific
Goal Amount: 2 trainees(s): 1200 hours

Graduate Trainee | **Terminate / Resign Trainee** | Transfer Trainee | Submit Change Request

Change Request History | View Linked Training Records

Trainee Information

TRAINING PROGRESS	160.00 Hours Completed Training hours reported across multiple goals View Linked Records
NAME	Lincoln, Brenda A
STATUS	Active
SSN (LAST 4 DIGITS)	7104
ADDRESS	3455 E Washington St, Phoenix, AZ, 85034
PHONE NUMBER	(480) 999-2356
GENDER	Female
ETHNICITY	Caucasian
LABOR REVIEW COMPLETE?	No
WRETYPE	New Hire
ECONOMICALLY DISADVANTAGED?	

- User is now on the **“Terminate Trainee”** screen
- Complete all applicable termination information
 - *Denotes a required entry**
 - Termination Date
 - Termination Reason
 - Click **“Choose Files”** to add supporting document(s) if applicable
 - Add **“Comments”**
 - Ex. Trainee has quit our company for personal reasons
 - Ex. Trainee has quit due to health reasons
 - Ex. Trainee was terminated due to not showing up for work
 - Click **“Submit”**

OJT Compliance Reporting

On the Job Training: Terminate Trainee

Lincoln, Brenda A Active

Termination Information

TERMINATION DATE: 04/30/2020

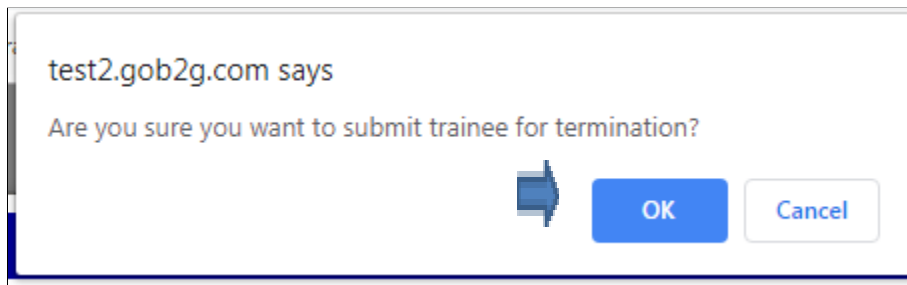
TERMINATION REASON: Resigned

SUPPORTING DOCUMENT(S): Choose Files No file chosen

COMMENTS: Trainee has quit our company for personal reasons

Submit Cancel

8. Click “OK” to the pop up message
 - a. This is confirming the contractors intent to terminate a trainee



9. Status Change
 - a. Trainee status is now changed to “Pending Termination Approval” (Screenshot below)

On the Job Training: Terminate Trainee

Lincoln, Brenda A Active

Termination Request

TERMINATION DATE: 04/30/2020

TERMINATION REASON: Resigned

SUBMITTED BY: Vendor ADOT2

DATE SUBMITTED: 04/30/2020

COMMENTS: Trainee has quit our company for personal reasons

Trainee Information

TRAINING PROGRESS: 160.00 Hours Completed

NAME: Lincoln, Brenda A

STATUS: Pending Termination Approval (Mark Active)

SSN (LAST 4 DIGITS): 7104

ADDRESS: 3456 E Washington St, Phoenix, AZ, 85034

PHONE NUMBER: (480) 999-2356

GENDER: Female

ETHNICITY: Caucasian

LABOR REVIEW COMPLETE?: No

HIRE TYPE: New Hire

ECONOMICALLY DISADVANTAGED?:

- b. The system will generate a notification to ADOT to review and approve
 - c. Once approved trainee status will update to “Terminated” (Screenshots below)

OJT Compliance Reporting

On the Job Training: Trainee List

Only show trainees training on my contract (0)

Training Start Date: mm/dd/yyyy Go

To: Report (0) columns (0), To: Filter (0) (0) drop down menu

Actions	Name	Self Title	Classification	Training Status	Status
View	Danielson, Paul	62p001: ES&S/Show Team OJT Contract	PROJECT ENGINEER: PROJECT ENGINEER ADOT OJT TRAINEE LEVEL 1	40.00 Hours Reported 40.00 Hours Approved	Terminated
View	Lincoln, Brenda A	H323220C: Gate Test Project 11	LABORER: GROUP 2 Trainee - Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved	Terminated
View	Toes, Toosie	H222220C: Gate & Joiera Test Project	LABORER: ASPHALT BAKER Trainee Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved	Terminated
View	Toes, Toosie	H222220C: Gate & Joiera Test Project	LABORER: ASPHALT LABORER Trainee Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved	Terminated

1 - 4 of 4 records displayed. Printscreen Page 1 Page 2 Page 3 Page 4 Next Page

Records per page: 10

Submit Change Request

- A trainee may choose to change their training classification
- Contractor will notify ADOT of change request in the OJT Module

On the Job Training: View Trainee

Go Back | **Contract** | **Self** | **Trainee** | Training Report List | Action History | Documents | Messages

H323220C: Gate Test Project 11
Printer: VendorADOT2

Active Trainees: 2

Submit Change Request

Trainee Information

TRAINING PROGRESS	500.00 Hours Completed
NAME	Hill, Henry
STATUS	Active
SSN (LAST 4 DIGITS)	7021
ADDRESS	8721 N Biltmore Dr, Phoenix, AZ 85028
PHONE NUMBER	(602) 532-1853
GENDER	Male
ETHNICITY	Caucasian
LABOR REVIEW COMPLETE?	No
HIRE TYPE	New Hire
ECONOMICALLY DISADVANTAGED?	No

1. Toggle back to the **"My OJT"** tab
2. Click **"Trainee List"** Tab
3. Click **"View"** next to the trainee with a change request
4. Click **"Submit Change Request"** (Screenshot above)
5. User is now on the **"Enroll a Trainee"** screen
 - a. Select the trainees **"Training Program"**
 - b. Select the new **"Proposed Training Classification"**
 - c. Add **"Comments"** for ADOT review
6. Check the **"Acknowledgement"** box
7. Click **"Submit"** (Screenshot below)

OJT Compliance Reporting

ATTACHED DOCUMENTS: H6882602C OJT GFE.pdf

Training Information

TRAINING PROGRAM * DOL Training Program

PROPOSED TRAINING CLASSIFICATION * 5040: Plumber Level 1 (75%) (Training Hours: 800 ; Credits: 1)

SUBCONTRACTOR * [Tier 1] VendorADOT2

TRAINING START WAGE * 24.00

TRAINING START DATE * 07/01/2019

PROJECT NAME H523001C (L303 and Northern Parkway)

CONTRACT REFERENCE / NUMBER H523001C

Contractor Information

CONTRACTOR NAME VendorADOT1

PHONE NUMBER (602) 555 - 5555


ADDRESS 725 West McDowell Phoenix, AZ 85007

EMAIL VendorADOT1@bz2knowuser.com

Acknowledgement Statement

☒ By checking this box, I understand and will comply fully with the plans and specifications under which this training is being performed.

COMMENTS Trainee decided they wanted to be a trainee as a Plumber Level 1 (75%)

 Submit Cancel

8. Status change

- Trainee status is now changed to “Change Request Pending” (Screenshot below)

On the Job Training: View Trainee


Goal List | Contract | Goal | Trainee | Monthly Report List | Action Items | Documents | Messages

H523001C (L303 and Northern Parkway)
Prime VendorADOT1

Jordan, Michael: **Change Request Pending**

Trainers Pending Resubmission: 1
Trainers Graduated/GFE: 3
Active Trainees: 2

Status: **Active**
Goal Type: Project-Specific
Goal Amount: 3 trainees(s), 1800 hours

 View Change Request

Trainee Information

TRAINING PROGRESS 496.00 of 5000 Hours Reported; Training 10% Complete

SSN (LAST 4 DIGITS) 2323

ADDRESS 2323 E Apache Blvd, Tempe, AZ, 85281

PHONE NUMBER (480) 253-6987

GENDER Male

ETHNICITY Black

LABOR REVIEW COMPLETE? No

HIRE TYPE New Hire

- The system will generate a notification to ADOT to review and approve
- Once approved trainee status will update to “Active” (Screenshots below)

On the Job Training: Trainee List

Goal List | Trainee List | Goal Methodology

Training Start Date: mm/dd/yyyy Go

To reset click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Avello, Mary G	1020: Asphalt Paver - Level 2: 75%	487.00	Graduated
View	Heiten, Mary	8989: Iron Worker Level 2 (75%)	335.00	Terminated, GFE Awarded
View	Jordan, Michael	5040: Plumber Level 1 (75%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Paver - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed. Previous Page | Page | 1 - Next Page

Records per page: 25

OJT Compliance Reporting

9. Trainees “**classification**” has now changed and status is “**Active**” (Screenshot Below)

On the Job Training: Trainee List

Goal List | Trainee List | Goal Methodology

Training Start Date: mm/dd/yyyy Go

To reset click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Avais, Mary G	1020: Asphalt Paver - Level 2: 75%	487.00	Graduated
View	Hellen, Mary	8889: Iron Worker Level 2 (75%)	335.00	Terminated, GPE Awarded
View	Jordan, Michael	5040: Plumber Level 1 (75%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Paver - Level 1: 60%	295.00	Graduated

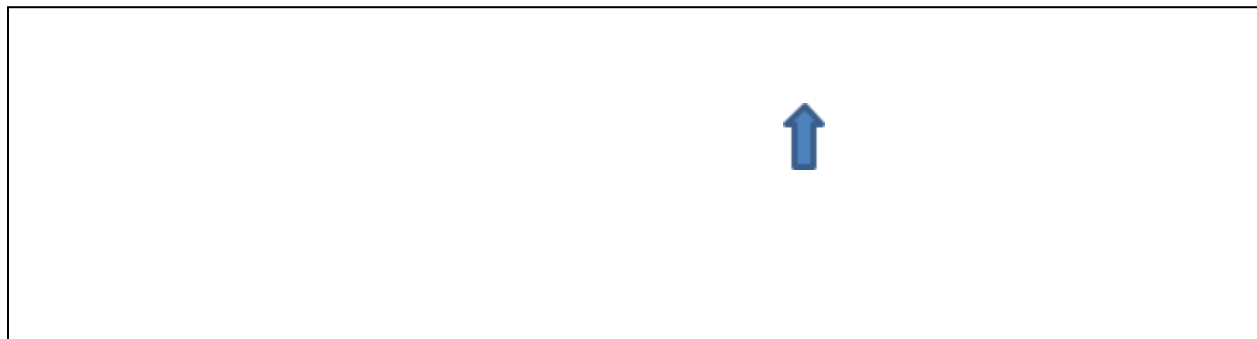
1 - 7 of 7 records displayed. Previous Page | Page 1 | Next Page

Records per page 25

10. Contractor is now ready to submit monthly training reports on the trainee’s new classification.

Upgrade Trainee

- As trainee completes their hours in a training classification, the trainee will upgrade or advance to the next training level
- Contractor will submit upgrade request in the OJT Module



1. Toggle back to the “**My OJT**” tab
2. Click “**Trainee List**” Tab
3. Click “**View**” next to the trainee upgrading to the next training level
4. Click “**Upgrade Trainee**”
5. Click the “**Select Goal to Upgrade to**” drop down and select which project the trainee is completing upgrade on

Select Goal to Upgrade to

H222222C: Gabe & Jolene Test Project

Submit Close

6. Click “**Submit**”
7. Contractor is now in the “**Enroll a Trainee**” screen
 - a. “**Upgrade/Level Up**” Box is now selected
 - b. Contractor can only update the Training Program, training classification, subcontractor and training start date

OJT Compliance Reporting

8. Select the applicable training program
9. Select the upgraded training classification/level
10. Select the applicable subcontractor the trainee belongs too
11. Select the applicable trainee start date (date trainee started working in the new classification/level)
12. Check the **“Acknowledgement”** box
13. Click **“Submit”** (Screenshot below)
14. Status change
 - a. Trainee status updates to **“Submitted, Pending Approval”**
 - b. System generates a notification to ADOT to review upgrade request
 - c. Once approved, trainee status updates to **“Active”**
 - d. Contractor is ready to report OJT hours on the trainees upgraded training classification

Transfer with Carry Over Hour Request

- If trainee has achieved a minimum of 600 hours on a project, and the project’ assessed OJT goal was achieved, the contractor can request trainees excess OJT hours be carried over to a different project
- Trainee must transfer to the new project to be eligible for Carry Over Request
- ADOT will review Carry Over Request and approve or deny

The screenshot shows the 'On the Job Training: View Trainee' interface. At the top, there's a navigation bar with tabs like 'Home', 'Training Report Log', 'Active History', 'Documents', and 'Messages'. Below this, there's a section for 'Transfer Trainee' with a form. The form has four main sections: 'TRANSFER TO' with a dropdown menu, 'REQUEST CARRY OVER HOURS?' with a 'Yes' button, 'CARRY OVER HOUR AMOUNT' with a text input field, and 'ACKNOWLEDGEMENT' with a checkbox. A 'Transfer' button is at the bottom of the form. Blue arrows indicate the flow of the process: from the 'Transfer Trainee' button in the top navigation bar to the 'TRANSFER TO' dropdown, then to the 'REQUEST CARRY OVER HOURS?' dropdown, and finally to the 'Transfer' button.

1. Toggle back to the **“My OJT”** tab
2. Click **“Trainee List”** Tab
3. Click **“View”** next to the trainee transferring with carry over hours
4. Click **“Transfer Trainee”**
5. Click the **“Transfer To”** Drop down Box
 - a. The Drop down Box will show contractors’ **“Active”** projects with an **“Approved”** training schedule
 - b. Select the Project the trainee is transferring to
6. Click the **“Request Carry Over Hours”** drop down box
7. Select **“Yes”**
8. Click the **“Carry Over Hour Amount”** box
 - a. Record the trainees OJT hours the contractor is requesting to carry over to the new project
9. Check the **“Acknowledgement”** box
10. Click **“Transfer”** (Screenshot below)
11. Status Change
 - a. Trainee status will update to **“Pending Transfer Approval”**

OJT Compliance Reporting

- b. System will generate a notification to ADOT to review request

On the Job Training: Trainee List

Goal List | Trainee List | Goal View/History

Only show trainees training on my contract

Training Start Date: mm/dd/yyyy

Go

Actions	Name	Goal Title	Classification	Training Hours	Status
View	Jordan, Miguel	H212121C: Gabea Test Project 12	LABORER: ASPHALT/ LABORER Trainee Level 3 - 70%	0:00 Hours Reported 0:00 Hours Approved 00 Carry Over Hours	Pending Transfer Approval

Transfer with Carry Over Hours Approved

- Once carry over hour request is approved by ADOT, trainee will be transferred and “Active” on the new project
- New projects “Goal” tab will reflect the carry over hours in the “Training Hours Progress” bar
- Contractor is now ready to report trainees OJT hours on the new project

On the Job Training: View Project Goal

Goal List | Contract | Goal | Trainee List | Training Report List | Messages

H233333C: Gabea Test Project 11
Former Vendor: ADOT2

Active Trainees: 2

Status: Project Specific
Goal Type: Goal
Goal Approved: 2 trainees, 1200 Hours

Goal Information

TRAINEE PROGRESS

TRAINING HOURS PROGRESS

CONTRACT

PRIME CONTRACTOR

GOAL TITLE

GOAL ASSESSED

GOAL COMMITMENT

STATUS

STAFF CONTACT PERSON

VENDOR CONTACT PERSON

ADMINISTRATIVE FUNCTIONS

2 Enrolled

00:00

H233333C: Gabea Test Project 11

Vendor: ADOT2

Project Specific

2 trainee(s): 1200 hours

2 trainee(s): 1100 hours

Active

ADOT Staff2

Vendor: ADOT2

Delete Goal

Training Schedule

TRAINEE ENROLLMENT DUE DATE

07/08/2019

Return Training Schedule For Update

Actions	Version	Status	Date Submitted	Date Reviewed	Review Comments	Comments
View	Version 1	Approved	04/17/2020	04/20/2020	Review Comments To be approved re-approved Special Level Approval	

Trainees

Actions	Name	Craft/Classification	Training Hours	Status
View	Jordan, Miguel	LABORER: ASPHALT/ LABORER Trainee Level 3 - 80%	0:00 Hours Reported 0:00 Hours Approved 00 Carry Over Hours	Active
View	Lincoln, Brenda A	LABORER: GROUP 2 Trainee - Level 3 - 70%	0:00 Hours Reported 0:00 Hours Approved	Active


Mark Goal Complete

- Once all eligible training hours have been reported in DOORS the contractor is ready to request the OJT Goal be considered complete in DOORS
- If Contractor has fallen short of OJT commitment identified in the approved training schedule, contractor will be required to submit Good Faith Efforts explaining the actions taken to meet the OJT goal on the project

1. Toggle back to the “Goal” Tab for the project that has completed all OJT opportunities
2. Click “Mark Goal Complete” (screenshot below)
 - a. Project will go to BECO for review to determine compliance with the OJT Program requirements

OJT Compliance Reporting

Trainees				
Actions	Name	Craft/Classification	Training Hours	Status
View	Tweedy, Caleb	LABORER: TRAFFIC SIGNAL/LIGHTING - Trainee Period 1 - 60%	500.00 Hours Reported 500.00 Hours Approved	Inactive
View	Tweedy, Caleb	LABORER: TRAFFIC SIGNAL/LIGHTING - Trainee Period 2 - 80%	193.00 Hours Reported 193.00 Hours Approved	Active



Mark Goal CompleteEnroll a TraineeReturn To List